

JEFFERSON COUNTY COMMISSIONERS  
REGULAR MEETING  
FEBRUARY 11, 2014  
7:00 P.M.

This was the regular scheduled meeting for the month of February. It was held at the Jefferson County Commissioners Office.

Those present were as follows: Mitchell McGraw, Chairman; Gonice Davis, Member; Tommy New, Member; Johnny Davis, Member; Wayne Davis, Member; Adam Mestres, County Administrator; Dalton Dowdy, County Attorney; and Bonnie Wells, County Clerk.

Chairman McGraw called the meeting to order. Commissioner Johnny Davis gave the invocation.

Commissioner Wayne Davis made a motion to amend and adopt the agenda. The amendments were to move Scheduled Public Comments (**Mr. Wallace Thomas – Ways Grove Baptist Church**) before the Consent Agenda; forego the reading of the reports; changing *item d* to *item a* (**Budget Amendment – Equipment Purchase for Matthews Fire Department – Jim Anderson**); and adding **Lift at County Shop** as *item n*. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

Commissioner Johnny Davis made a motion to adopt the minutes. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

**Scheduled Public Comments**

Mr. Charles Rutland spoke on behalf of Ways Grove Baptist Church regarding the paving of Ways Grove Church Road. Chairman McGraw stated the board would consider paving the road but the county would have to have the right of way on the road. Commissioner Johnny Davis said they would have to verify if the road was indeed a county road. Chairman McGraw explained the board would have to consider, for paving, other roads that were more populated than Ways Grove Church Road. Mr. Rutland asked if churches and schools were priority when it came to paving roads. Commissioner Wayne Davis stated in classes he attended schools and churches were never mentioned, however the things that were mentioned were populated areas and major thoroughfare. Commissioner Wayne Davis then asked if the county attorney could check before any decisions were made. After much discussion the chairman explained the board would look into the church’s request to have the road paved.

**Consent Agenda**

There were no Consent Agenda items.

**OLD BUSINESS**

**Update on Abandoned Housing – Chairman**

Chairman McGraw and County Attorney, Dalton Dowdy, presented updated information on the Abandoned Housing Ordinance and the houses in the Rufus Wren Subdivision. Mr. Dowdy stated he would information on the situation at the next commissioner’s meeting.

**NEW BUSINESS**

**Budget Amendment – Equipment Purchase for Matthews Fire Department – Jim Anderson**

Jim Anderson presented the board with bids for turn out gear for Matthews Fire Department; the lowest bid was from Ten-8 Fire Equipment; this bid included everything the fire department would require, including Motorola portable radios. The bids are as follows

Company	Description	Amount
<b>Ten-8 Fire Equipment</b>	Helmets, hoods, coats, pants, boots, gloves, & Radios	\$31,194.64
<b>FireLine, Inc</b>	Helmets, hoods, coats, pants, boots, & gloves	\$28,560.00
<b>Georgia Fire &amp; Rescue Supply</b>	Helmets, hoods, coats, pants, boots, gloves, & suspenders	\$31,843.52
<b>Bonaventure Fire + Safety</b>	Helmets, hoods, coats, pants, boots, & gloves	\$29,296.00
<b>Macon Communications</b>	Radios & remote speaker microphone	\$17,400.00

Mr. Anderson requested/recommended the board allow him to purchase the equipment from Ten-8 Fire Equipment for \$31,194.64. Commissioner Johnny Davis made a motion to purchase the necessary equipment from Ten-8 Fire Equipment for Matthews Fire Department for the amount of \$31,194.64; the funds would come from contingency. Commissioner Wayne Davis seconded the motion. Discussion: *Commissioner Gonice Davis asked what happened to the equipment previously used by the firemen. Mr. Anderson explained there were six radios already there and the firemen were using Wrens’ gear. Chairman McGraw said he wanted commend the community of Matthews for coming together and re-establishing a fire department for Matthews.* The vote was unanimous.

Commissioner Johnny Davis commended Jim Anderson, EMA Director, for keeping the community informed on the weather, etc.

#### **Presentation of FY13 Audit Report – Jones, Jones, & Davis**

The County Auditors, Mr Walter Jones and Mr. Mark Davis of Jones, Jones, and Davis presented the FY 2013 Audit with comments and suggestions regarding strengthening internal controls and operating efficiency.

#### **Water and Sewer Fund**

- ✚ Management should review and approve monthly reconciliations of subsidiary ledgers (accounts receivable and deposits) with corresponding general ledger accounts. Documentation of review and approval should be documented on source documents.

#### **Landfill Fund**

- ✚ Management should emphasize adherence to County policies and procedures regarding extension of credit and monitoring of accounts for landfill customers. Periodic review of accounts receivable subsidiary ledger should be performed by management. During our audit, we noted several instances of non-compliance with current County policies.

- ✚ We recommend County policies for financial administration of landfill operations to be expanded to include a monthly reconciliation of activity (usage, billing collections and receivables).

#### **Sheriff's Department**

- ✚ During our audit, we noted the Sheriff Department issued travel advances to employees, which is in violation of the County's personnel policy. We recommend the Sheriff's Department adhere to the County's personnel policies.

#### **Correctional Institute**

- ✚ As of the end of the fiscal year, the Correctional Institute held large amounts of funds in its bank accounts in excess funds maintained for inmates. We suggest funds be maintained at levels equal to inmate account balances and a defined impress amount to allow for direct purchases of store inventory and for payment of reimbursable costs. The excess of funds should be turned over to the County and maintained in their accounting system. An analysis of the excess funds should be conducted to ascertain how much of the funds need to be restricted for correctional institute purposes.

- ✚ During our audit, we noted instances of violation of policy requiring dual signatures on checks.

#### **Amended Intergovernmental Agreement with Jefferson Hospital – Admin**

County Administrator, Adam Mestres, presented information on the Amended Intergovernmental Agreement with Jefferson Hospital. County Attorney, Dalton Dowdy, stated after reviewing the agreement he noticed minor discrepancies, i.e. such typos as the date of the contractual agreement; and the wording in parts of the agreement. Commissioner New made a motion to, after the attorney ascertains the discrepancies are corrected, authorize the chairman to sign the intergovernmental agreement with Jefferson Hospital. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

#### **Authorizing Resolution for DHS 5311 Transit Program Grant – Admin**

County Administrator Mestres presented a resolution on the 5311 Transit Program; the resolution in essence confirms that by accepting monies from the program Jefferson County will comply with federal and state guidelines regarding the 5311 Transit Grant Program. Commissioner Wayne Davis made a motion to authorize the resolution for DHS 5311 Transit Program Grant. Commissioner New seconded the motion. The vote was unanimous.

#### **Discuss Purchase of Used Tractor Cab for Landfill – Public Works**

County Administrator Mestres presented information on a tractor cab for hauling leachate at the landfill. The landfill is in need of a truck to haul leachate as the previous truck is very old (1978) and the landfill is in need of a replacement truck. The board was presented with information on a used truck (1999); the board has been inspected by a mechanic and the public works director feels this vehicle will be a good fit; the cost of the truck is \$10,000. Commissioner Johnny Davis made a motion to purchase the 1999 Volvo VNL, from the Landfill account, at a cost of \$10,000. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

#### **Review Price Proposal of Dump Truck for Roads Department – Public Works**

County Administrator Mestres recommended the board table the dump truck discussion. Commissioner Wayne Davis made a motion to table the dump truck discussion until the March Work session. Commissioner New seconded the motion. The vote was unanimous.

#### **Musco Lighting RFP Discussion at Recreation Football Field – Admin**

Commissioner New made a motion to authorize the county administrator to send an RFP out for contracting of electrical and set up services thereby allowing the board to obtain prices to move forward with the lighting at the recreation department's ball fields. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

#### **2014 County Position Appointments – Chairman**

Chairman McGraw made the following appointments for the 2014 year.

Title	Name
County Attorney	Dalton Dowdy
County Administrator	Adam Mestres
County Clerk	Bonnie Wells
Warden	William Evans
Deputy Warden	Calvin Oliphant
Leisure Center Director	Tammie Bennett
Transit Director	Sylvia Cobb
911/EMA/Fire Director	Jim Anderson
Athletic Director	Eugene Cunningham
Water Superintendent	Murray Hadden
Public Works Director	Ken Thomas

Commissioner Wayne Davis made a motion to accept the aforementioned 2014 appointments. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

**Discuss use of the Armory Firing Range by Jefferson High School NJROTC – Chairman**

The following letter was submitted from the Jefferson County High School requesting the use of the firing range at the Jefferson County Emergency Operations Center formally known as the National Guard Armory.



*Jefferson County High School*  
1157 Warrior Trail • Louisville, Georgia 30434  
(478) 625-9991

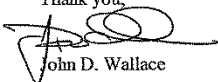
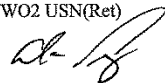
Dr. Alan Long ~ Principal

Stacy Arnold ~ Administrator  
Ronnie Freeman ~ Administrator

Barbara Jordan ~ Administrator  
Shirley Farver ~ Administrator

From: Jefferson County High School Naval Junior Reserve Officer Training Corps  
To: Jefferson County Commissioners  
  
Subj: Request to Use Rifle Range Facility at Armory

1. Jefferson County NJROTC Cadets have worked extremely hard to develop into an outstanding Air Rifle Team. Unfortunately, the present situation at Jefferson County High School does not provide the Cadets with the optimal facilities for practicing and/or hosting other schools for Rifle matches.
2. Presently, practice is conducted in NJROTC Classroom utilizing a portable Creedmoor Air Rifle Range consisting of Kevlar backstops and target traps. The Cadets have to improvise in order to have enough space for more than four shooters to practice at any one time.
3. If given permission to utilize the facilities at the Armory, our Cadets would have more than ample space for practicing and would offer an opportunity for them to host other schools for competitions. Presently, our Cadets travel for all matches.
4. Our Air Rifles are extremely safe for uses and strict safety procedures are followed when handling the rifles. If allowed to utilize the facilities, the Creedmoor Kevlar backstops would be put in place. The rifles must be rated at less than 600 feet per second and the target system is designed to trap all pellets when they are fired. There is not percussion involved, as the rifles are powered by compressed air. The rifles are filled using a Scuba tank with a special fill valve.
5. The NJROTC Cadets would be responsible for cleaning the facilities after each use and storing all equipment when they have finished using it.

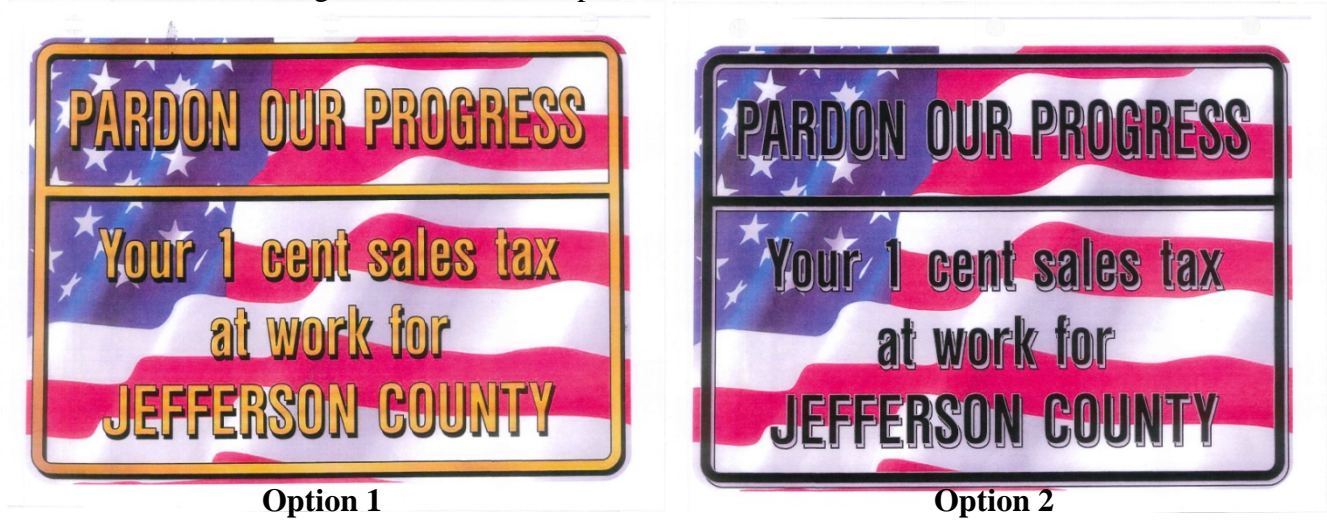
Thank you,  
  
John D. Wallace  
CWO2 USN(Ret)  
  
Alan V. Long, Principal

Following discussion Commissioner New made a motion to allow the NJROTC at Jefferson County High School the use of the range at the Jefferson County Emergency Operations Center. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

Mr. Mestres stated he would like to consult with the county attorney and check with our risk managers and insurance adjusters that the county can accommodate having minors in the building utilizing the range and the county would not take on additional liability. Chairman McGraw stated the Dr. Howard, the school superintendent, or someone could possibly have a rider on the board of education’s insurance policy to cover the students as well as anyone else that would come out there to use the range on behalf of the school.

**Review Proposed Drawings of SPLOST/TSPLOST Signage – Admin**

County Administrator, Adam Mestres, presented information on signage to be displayed on projects being funded by SPLOST; the size of the sign is 4’x3’.An example is shown below:



Commissioner New made a motion to accept Option 1 which was made by a citizen in the audience. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

**Elections Board Appointment – W. Davis**

Commissioner Wayne Davis made a motion to appoint Charles Milburn to the Elections Board. Mr. Milburn will fulfill the unexpired term of Dalton Dowdy; this term will conclude July 25, 2015. Commissioner New seconded the motion. The vote was unanimous.

**Development Authority Appointment – Chairman**

Commissioner Wayne Davis made a motion to reappoint Ray Barrentine from Georgia Power and to appoint Kenny Johnson from Jefferson EMC to the Development Authority Board. Mr. Johnson will be replacing Kenneth Cook on the board. Commissioner New seconded the motion. The vote was unanimous.

**Discuss Contract of Services for County Website – Admin**

The county administrator presented information on the contract of services for a county website for Jefferson County. Commissioner Johnny Davis made a motion to authorize the county administrator to send an RFP out to solicit bids on what it would cost to create a “true blue” website for Jefferson County. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

**Lift at County Shop**

The board was presented with three bids on a lift for the county shop. The bids were as follows:

Name	Cost
Carolina Jack & Lift	\$11,700.00
Automotive Equipment Service Company	\$11,565.47
NAPA	\$12,118.00

Lamar Wilcher, county mechanic recommended the lit from NAPA at a cost of \$12,118. Commissioner New made a motion to purchase the lift from NAPA. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

**Public Comments on Agenda Items**

John Peebles made a comment regarding the chairman’s appointments.

**Adjournment**

Commissioner New made a motion to adjourn. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

Attest:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Mitchell McGraw, Chairman

\_\_\_\_\_  
Gonice Davis, Member

\_\_\_\_\_  
H. G. Thomas New, Member

\_\_\_\_\_  
Johnny Davis, Member

\_\_\_\_\_  
Wayne Davis, Member

\_\_\_\_\_